

SCHOHARIE COUNTY DEPARTMENT OF PERSONNEL AND CIVIL SERVICE
ANNOUNCES CIVIL SERVICE OPEN COMPETITIVE EXAMINATION FOR:

DEPUTY SHERIFF - #68-461

DATE OF EXAMINATION
DECEMBER 04, 2004

*Examination Fee – \$12.50

LAST FILING DATE
OCTOBER 27, 2004

SALARY: Salary \$26,736.

ELIGIBLE LIST: The list resulting from this examination will be used to fill full time and part time vacancies as they occur within the Schoharie County Sheriff's Office.

RESIDENCE REQUIREMENTS: An applicant must have been a legal resident of Schoharie County or one of the six contiguous counties of Albany, Delaware, Greene, Montgomery, Otsego or Schenectady for at least thirty days immediately preceding the test date. The hiring authority may give preference to applicants who live within its jurisdiction.

DISTINGUISHING FEATURES OF THE CLASS: This position involves dual responsibility for the protection of lives and property and the enforcement of laws and ordinances within the county, and care and custody of prisoners in the county correction facility. While working as a Deputy Sheriff on an assigned shift, an incumbent may assist in the investigation of offenses, apprehend violators, and/or conduct routine patrol operations in accordance with standard departmental operating procedures. While working as a Correction Officer on an assigned shift, the incumbent is responsible for the enforcement of rules and regulations governing the custody, security, conduct, discipline, safety and general well being of inmates in a county correctional facility. These duties involve considerable inmate contact and supervision in a work, recreation and learning environment. The work is performed under the general supervision of a higher-ranking employee who gives specific instructions and assistance when special problems arise. Does related work as required.

MINIMUM QUALIFICATIONS: By the date of appointment, candidates must be a high school graduate or holder of a high school equivalency diploma issued by an education department of any of the states of the United States or holder of a comparable diploma issued by any commonwealth, territory or possession of the United States or by the Canal Zone or holder of a report from the United States Armed Forces certifying successful completion of the tests of general educational development, high school level.

Note: Applicants who do not possess a high school or equivalency diploma are eligible to take the examination, but will not be eligible for appointment until they obtain such diploma. For information on how to obtain an equivalency diploma, write to the NYS Education Department, Albany, NY 12234.

SPECIAL REQUIREMENTS:

Age - Candidates must be at least 19 years of age on or before December 04, 2004 to be admitted to the written test. Eligibility for appointment as a deputy sheriff begins when the candidate reaches age 20. **Candidates who reach their 35th birthday on or before the date of the written examination are not qualified except as follows.*** Candidates may have a period of military duty or terminal leave up to six years, as defined in Section 243(10-a) of the Military Law, deducted from their age for purposes of determining whether they meet the age requirement.

*Section 58, 1(a) requires that applicants not be "more than thirty-five years of age as of the date **when the applicant takes the written examination**..." Candidates who may be impacted by the maximum age requirement and who are requesting an alternate test date (for active military duty, Sabbath observance or for an alternate test date situation which meets the conditions of the Schoharie County's alternate test date policy) are advised to contact the Personnel Office to discuss their request.

Citizenship – United States Citizenship is required at time of appointment. It is not necessary for admission to the examination.

Driver's License: Candidates must possess a valid NYS Operator's license at time of appointment.

NOTE: *Conviction of a felony WILL bar appointment, and conviction of a misdemeanor or other offense MAY bar appointment.*

SUBJECT OF EXAMINATION: There will be a written test which you must pass in order to be considered for appointment. Only your score on the written test will be considered when computing your final score. In addition, candidates must meet the physical fitness and medical standards prescribed by the Municipal Police Training Council. Candidates must pass the written test in order to be scheduled for the qualifying physical fitness test. Candidates who pass the qualifying physical fitness test and who are given a conditional offer of employment will be scheduled to take the required medical examination.

WRITTEN TEST: The written test will be designed to test for knowledge, skills and/or abilities in such areas as:

1. Applying Written Information (rules, regulations, policies, procedures, directives, etc.) in Police Situations – These questions test how well you can apply written information in the form of rules to given situations similar to those typically experienced by police officers.
2. Memory for Facts and Information – These questions test how well you can remember facts and information presented in written form after you have been given a period to read and study the information.
3. Reading, Understanding and Interpreting Written Information – These questions test for the ability to read, understand and interpret the kinds of written information that police officers are required to read during their formal training period and on the job.
4. Preparing Written Material in a Police Setting – These questions test for the ability to prepare the types of reports that police officers write. You will be presented with a page of notes followed by several questions. Each question will

consist of four restatements of the information given in the notes. From each set of four, you must choose the version that presents the information most clearly and accurately.

P.E.R.C. Statement – The rating key for this examination will be established by the NYS Civil Service Commission prior to the date of the test, upon recommendation of a committee of police experts who will review all the questions for appropriateness and the key answers for correctness. There will be no review of the questions by candidates. This committee was selected with the assistance and endorsement of the Police Conference of New York, Inc., the NYS Association of Police Benevolent Associations, Inc., and the New York State Association of Chiefs of Police, Inc.

The NYS Department of Civil Service has published a test guide intended for candidate preparation use for this particular examination. This test guide contains important test-related information as well as sample questions similar to the questions that will be used in this written test. **A copy of this test guide is available on the NYS Department of Civil Service web site: <http://www.cs.state.ny.us/msd/map.html>.** If you do not have access to the World Wide Web, you may call the Schoharie County Personnel Office at 295-8374 to obtain a copy.

THE USE OF CALCULATORS IS PROHIBITED FOR THIS EXAMINATION.

QUALIFYING PHYSICAL FITNESS TEST – The three elements measured in the qualifying physical fitness test are muscular endurance, push ups and cardiovascular activity. The following is a brief description of the physical fitness test.

Muscular Endurance – The requirement is for a number of bent-leg sit-ups to be performed in one minute.

Push Ups – This test measures muscular endurance of the upper body (anterior deltoid, pectoralis major and triceps). The requirement is for a number of full body repetitions that a candidate must complete without breaks.

Cardiovascular Activity – 1.5 mile run; the requirement is for the attainment of a score calculated in minutes and seconds.

The Municipal Police Training Council adopted the physical fitness-screening test based on the model formulated by the Cooper Institute of Aerobics Research. The minimum passing scores, depending on age and sex, represent the fortieth (40th) percentile of physical fitness as established by the Cooper Institute. Failure on a part of the qualifying test will remove your name from further consideration for appointment.

Copies of the physical fitness and medical standards are available upon request from the Personnel Office.

- The required examination fee is **twelve dollars and fifty cents (\$12.50)**, which may be in the form of a check/money order or cash. **ONE** check/money order must accompany **EACH** application. If your application is disapproved, your examination fee will **NOT** be returned to you. Please make check/money order payable to Department of Personnel and include the examination number.
- Applications and exam announcements are available on our web site at www.schohariecounty-ny.gov

SEE ADDITIONAL INFORMATION ON STANDARD BACK OF CIVIL SERVICE ANNOUNCEMENT.

ISSUE DATE: SEPTEMBER 21, 2004

SEE REVERSE SIDE